School Contact Meeting
February 12, 2015

Attendees: Sally Armentrout, Arlyn Burgess, Andrew Breen, Emily Cockrell, Amanda Crombie, Tracey Doniel, Barbara Graves, Mary Lane, Amanda Mills, Tracy Mourton, Martha Ann Toms-Farmer, Sarah Doran, Rebecca Garver, Travis Boyd, Rodney Floyd, Tina Freitager-Kirkaldy, Debbie Shiflett, Janet Crawford, Lisa Howdyshell

• Student Financial Services
  o Discussion of students charged full-time tuition for less than full-time enrollment
    ▪ Part-time policy \( \Rightarrow 8 \) or less credits and enrollment of no more than 2 courses

• Cancellation
  o Process was completed Monday, January 19th
    ▪ 96 students were cancelled
      ➢ 10 had enrollment (9 Undergrad College, 1 Undergrad Architecture)
  o Emails Feedback – Email text included at end of Agenda. Please send feedback on wording/timing of emails to Tina Freitager-Kirkaldy (crk3d@virginia.edu) by March 2 to be compiled and discussed at next meeting.
    ▪ 12/29 – No Enrollment Email (suggestion to send out No Enrollment email on reading day of the Fall term for Spring enrollment)
    ▪ 1/8 – 1.) Follow-up No Enrollment Email and 2.) Negative Holds Email
    ▪ 1/19 – Cancellation Process Runs and Email Notification

• Graduation / Degree Conferral
  o Discussion of changes to May process
    ▪ Notarized copy of Diploma – will be available to students after Final Exercises but only if the school has validated and the degree conferral is complete
  o Upcoming Important Dates
    ▪ February 17 – 20: Review diploma and primary names. Contact degree candidates if necessary
    ▪ February 17 – 27: Create Finals Program Files for August and December 2014 degree recipient
    ▪ February 18: Query of all students with anticipated May 2015 Graduation date NOT in applied Status.
    ▪ March 3 – 20: Diploma file creation to review until the May 1st deadline
    ▪ March 19 – 20: Produce transcripts for audit review

• Grading
  o Grade Lapse
    ▪ 1151 – undergraduates students run Friday, February 13th
    ▪ 1146 – graduates students run Monday, March 2nd
  o Outstanding Grade Rosters
• 1146, 1148, and 1151

• Academic Calendar
  • Fall 2015 Reading Days: October 3-6
  • Family Weekend/Fall Convocation: October 23-25. Convocation is the 23rd
  • Open Enrollment for Fall 2015
    ▪ Monday, August 3rd

• SIS
  • Access to Schedule of Classes will be removed at February 27th @ 5PM. Restored as quickly as possible the following week.
  • The pdf version of the Academic Requirements reports has been uploaded to ImageNow for Fall 2014 graduates.
  • Purges Feedback
    ▪ Waitlist Purge: purge one week after the add deadline.
    ▪ Dropped Courses Purge: research indicates that the purge affects the student’s enrollment record but does not affect Enrollment Request Search.
      ➢ After purge, courses do not appear on the student’s enrollment record (Records and Enrollment > Enroll Students > Enrollment). This course remains on the student’s enrollment request search record (Records and Enrollment > Enroll Students > Enrollment Request Search).
      ➢ There is no clear consensus on this. Tabled for further investigation/discussion.
    ▪ Shopping Cart Purge: purge shopping cart courses on the date that the shopping cart ceases to be visible through Self Service. These still show on the student’s ‘What if’ report until purged.
      ➢ For 1152, that date is 05/08/2015.
  • SIS Mobile is now live. Direct link available on the SIS portal: [sisuva.admin.virginia.edu/epprd/signon.html](https://sisuva.admin.virginia.edu/epprd/signon.html)
    ▪ Reminder: This is not an APP!
    ▪ Support questions: Direct students to the Help Desk or to use Full SIS

CANCELLATION EMAILS:

No Enrollment email (12/29/14 to students with no Spring 2015 enrollment): (not sent to new students [spring], Darden, Law, Medicine, or SCPS students)

Subject: Enrollment Underway

You are receiving this notification because you have not yet enrolled for the Spring 2015 semester. Enrollment is currently underway, and you should begin adding classes at your earliest opportunity.

If you are a graduate or part-time student, it is particularly critical that you enroll in the proper number and type of credits (class or non-topical research) as soon as possible, to ensure that tuition charges and any financial aid are accurately reflected on your account.

If you have any questions about your enrollment, please contact your school.
No Enrollment email (send 1/08 (spring 2015)  Do not send to Law or SCPS except BIS students

Subject: You are Not Enrolled

You are receiving this notification because you have not yet enrolled for the Spring 2015 semester. Enrollment is currently underway, and you should begin adding classes at your earliest opportunity.

If you are a graduate or part-time student, it is particularly critical that you enroll in the proper number and type of credits (class or non-topical research) as soon as possible, to ensure that tuition charges and any financial aid are accurately reflected on your account.

Also, if you do not enroll before 5:00 p.m. on Friday, January 16, you will no longer be considered a current student at the University. As applicable, your ID card will be deactivated, and all student privileges - including Housing, Dining, and Cavalier Advantage - will be unavailable. You will not be reported to the National Student Clearinghouse, and loan repayment notices may be initiated.

If you have any questions about your enrollment, please contact your school.

Negative Holds email (send 1/8 (spring 2015) - Do not send to Law or SCPS except BIS students

Subject: Your Enrollment is Blocked

You are receiving this notification because you currently have a hold in the Student Information System (SIS) that, if not resolved, will result in you being dropped from your classes and deactivated as a student.

You can see your current holds and what steps you need to take to resolve them in your SIS Student Center.

* View Holds in the right hand column near the top of the Student Center.

* Click "details" to see more information about the hold, as well as what steps you need to take to have it removed.

Once you have taken the necessary steps to resolve a hold, please allow up to 48 hours for the hold to be removed from the SIS.

If you do not clear this hold before 5:00 p.m. on Friday, January 16, you will no longer be considered a current student at the University. As applicable, your ID card will be deactivated, and all student privileges - including Housing, Dining, and Cavalier Advantage - will be unavailable. You will not be reported to the National Student Clearinghouse, and loan repayment notices may be initiated.

If you have any further questions about a particular hold, please contact the office responsible for the hold.
Cancellation email (send 1/19 (spring) after cancellation process is run):

Subject: You are Not Enrolled

As of this afternoon, Monday, January 19, you are no longer considered a student at the University of Virginia for the Spring 2015 semester, either because you did not enroll in any classes or because you had an outstanding hold. As applicable, this means:

1) You have been dropped from any classes in which you were enrolled.

2) Your record has been inactivated and you are NOT CONSIDERED A CURRENT STUDENT.

3) Your University ID card will be deactivated effective Thursday, January 22, and any Housing, Dining, Cavalier Advantage, or other student privileges will be unavailable.

4) You will not be reported to the National Student Clearinghouse, and loan repayment notices may be initiated.

If you are planning to attend the University for the semester, you must resolve any outstanding holds and report to UREG (Office of the University Registrar) in Carruthers Hall immediately to begin the late enrollment process. Business hours are M-F, 8 am - 5 pm (see http://www.virginia.edu/registrar/contact.html).

If you have any questions about your enrollment, please contact UREG at ureg@virginia.edu or 434-924-4122.